

FEDERAL COMMUNICATIONS COMMISSION



ENFORCEMENT BUREAU FEE FILING GUIDE

SECTION 8 FEES (PROCESSING FEES)

- **Formal Complaints**
- **Accounting and Audits**
- **Pole Attachments**

This is an unofficial compilation of the radio services and requests for FCC actions that are subject to fees. The public should consult the Commission's Rules as set out in Title 47 of the Code of Federal Regulations (CFR) for application filing requirements. Further information on fees may be obtained at Part I, Subpart G of the CFR or in the Commission's Official decision implementing the Congressional Schedule of Charges. This decision is published in the FCC Record or may be purchased from the Commission's current copy contractor.

Effective September 10, 2002

INTRODUCTION

The authority of the Federal Communications Commission to impose and collect fees and associated charges is contained in Title III, Section 3001 of the Omnibus Budget Reconciliation Act of 1989 (Public Law 101-39), Section 8, revising 47 U.S.C. 158, which directs the Commission to prescribe charges for certain types of services it provides to communications entities over which it has jurisdiction.

The FCC's Enforcement Bureau is primarily responsible for enforcement of most of the provisions of the Communications Act as well as enforcement of the Commission's rules, orders and authorizations. Among other things, the Enforcement Bureau adjudicates Formal Complaints, conducts audits of common carriers and resolves Pole Attachment Complaints. This Fee Filing Guide is considered a reference guide to identify and describe all of the fee filing requirements for the Enforcement Bureau. It is meant to be a handy reference for the services and requests for FCC actions for which the Enforcement Bureau has responsibility that are subject to a FCC fee. The guide consists of two parts, Parts A and B, as well as a breakdown of the types of applications, form numbers, fee amounts, payment type codes, and the mailing address for each service provided. It also contains a copy of FCC Form 159, FCC Remittance Advice Form, and instructions on its use.

Part A provides instructions on how to pay a fee and identifies other processing services available to the requestor. Always read Part A before attempting to complete any of the forms required with your submission. Part B provides specific information pertaining to Enforcement Bureau Section 8 (processing) fees.

If further information is required that cannot be answered in this guide, please consult the Commission's Rules as set forth in Title 47, Part 1, Subpart G, Section 1.1101 of the Code of Federal Regulations (CFR). Additional copies of this guide may be obtained by calling (202) 418-FORM. All fees are subject to modification as required by Congress.

PART A

IMPORTANT NOTICE FOR APPLICANTS/LICENSEES WHO SUBMIT FEEABLE FILINGS

The Remittance Advice 159 has been revised to accept payer and applicant FCC Registration Numbers (FRN). Effective December 3, 2001, the use of the FCC Registration Number (FRN) is now mandatory. Failure to register or include an FRN on your FCC Form 159 will result in your application being returned as unprocessable. If you do not yet have an FRN, you can obtain one through the FCC website listed below, or by filling out the registration form (Form 160) included in this fee filing guide and submitting the registration form along with your payment and Remittance Form 159. Because the use of the FRN is now mandatory, the July 1997 Form 159 will no longer be accepted as a remittance form. Unless the payor and the applicant are the same person or entity, a separate FRN number must be used for the payor FRN and the applicant FRN. If you are acting as an agent for an entity, and the remittance (i.e., check or credit card) carries your name as an official designated to pay on behalf of the entity, you must include the entity's name both as payor and applicant in order to use the same FRN. Failure to follow these instructions will result in your application being returned as unprocessable. **Please note that transactions with the FCC require the use of the FCC FRN. Therefore, please have the FRN available when contacting or submitting documents to the FCC.**

To obtain a revised Remittance Advice 159:

- A revised Remittance Advice 159 is included in this package
- Go to <http://www.fcc.gov/formpage.html>.
- Call the FCC's Form Distribution Center at 1-800-418-FORM [3676].
- Pick up the form at the Commission in Room TW-B200
- Call CORES Helpdesk at 1-877-480-3201.

If you were registered in the Wireless Telecommunications Bureau's Universal Licensing System (ULS) and your registration included all the information we needed to issue a Registration Number, we pre-registered you and mailed you your FRN in a letter dated July of 2000. You may want to check CORES to determine if you are still registered, or if you have forgotten your registration number.

To obtain an FCC Registration Number (FRN):

- **Register at www.fcc.gov, click on E-Filing at the top of the page, and scroll down to the CORES Registration link.**
- **Check your pre-assigned number at www.fcc.gov, click on E-Filing at the top of the page, and scroll down to the CORES Registration link.**
- **File FCC Form 160, (CORES Registration) which is included in this package. You may obtain the form at <http://www.fcc.gov/formpage.html> or by calling the FCC's CORES Helpdesk at 1-877-480-3201. You may also pick up the form in Commission Room TW-B200. Mailing instructions are on the form.**

If you are unable to register electronically, you can still submit your application for a Registration Number (FCC Form 160) directly to Mellon Bank (along with your filing documents and payment) or fax the FRN registration form to the CORES Helpdesk at (202) 418-7869. Mellon will register you and you will receive a confirmation letter from the FCC through the U.S. Postal Service mail.

FCC FORM 159 - REMITTANCE ADVICE FORM

The FCC Form 159, Remittance Advice, must accompany payment to the Federal Communications Commission for Regulatory Fees, Application Processing Fees, Fines, Forfeitures, Freedom of Information Act (FOIA) billings or any other debt due to the FCC. The information on this form is collected and stored in a database to ensure credit of full payment of monies due, to expedite any refunds due, and to service public inquiries. The form must be used when paying for application fees and regulatory fees. Please refer to Part B of this guide for specific form requirements. A copy of this form, with specific instructions, is included and may be used to submit fees. Reproduced forms are acceptable. FCC Form 159C is a remittance advice continuation sheet that must be used when paying for more than two call signs in a single filing or when paying for multiple applicants in a single filing. Each call sign and/or applicant must be listed separately on the FCC Form 159/FCC Form 159C.

METHOD OF PAYMENT (DO NOT SEND CASH)

Payment of fees may be made by check, bank draft, money order, credit card or wire transfer. If paying by check, bank draft, money order or wire transfer, your remittance must be denominated in U.S. dollars, drawn on a U.S. financial institution and made payable to "FCC." No postdated, altered or third party checks will be accepted. No checks will be accepted for processing if older than six months. The Commission will accept Visa, MasterCard, American Express, and Discover credit cards. **Online credit card payments are also acceptable. Online credit card payment is an available option when filing electronic application submissions. If you choose this method of combined filing/payment, do not send an FCC Form 159 to Mellon.**

If paying by wire, applicants located in foreign countries should contact their local bank to determine what U.S. financial institution their bank is affiliated with that will allow a transfer of funds. Please keep in mind that there may be an additional transfer fee added from your bank for this service. If an additional cost is required by your bank, and you have not included additional funds to cover this cost, it will be taken out of the funds that will be transferred. This will result in your remaining transfer amount being insufficient to cover the fee for the filing. Please check with your bank prior to completing this transaction to determine their policy. For further instructions in making payment by wire see our website at <http://www.fcc.gov/fees/wiretran>.

Payment of fees, fines, and other debts may also be made by electronic payment. There are two types of electronic payments available. The first type is designed specifically for larger corporations capable of CPU/CPU communication. Under this method, the payer bank wires funds directly to the Commission's lockbox bank. As with cash payments, the funds must be wired from a U.S. financial institution. The second type is designed for smaller businesses and individuals. Under this method, the lockbox bank is given authority to withdraw funds from the customer's bank account. Authorization can be transmitted by

a personal computer or by calling a toll-free number. To obtain more information about electronic payment and how it works, please contact the Revenue and Receivables Operations Group at (202) 418-1995. For further information on making payment by electronic transfer see our website at <http://www.fcc.gov/fees/electran>.

NONFEEABLE APPLICATIONS

All nonfeeable applications filed in Washington, DC must be filed directly with the Secretary's Office, Room TWB204, 445 12th Street, SW, Washington, DC 20554 and should be captioned Attention: Enforcement Bureau.

FEE EXEMPT APPLICATIONS

Please check the appropriate block on your application, **and if you have not** previously done so, provide the proper documentation, as required, to certify that your application is fee exempt. 47 CFR, Part 1, Section 1.1114 of the Commission's rules explains who qualifies as fee exempt.

MANAGING DIRECTOR DECISIONS

Requests for waivers, fee determinations, reconsiderations, applications for review, deferments, and specific refund requests are referred directly to the Office of the Managing Director. Each request is forwarded to the Office of General Counsel for review and legal determination. 47 CFR, Part 1, Sections 1.1113, 1.1114 & 1.1117 govern the Commission's policies in these instances. The requester will receive written notification of the Managing Director's decision. These decisions are published monthly and are placed in FCC Docket 86-285. All such requests must be submitted in writing to:

Managing Director
Federal Communications Commission
445 12th Street, SW, Room 1A625
Washington, DC 20554

WAIVERS, FEE DETERMINATIONS, AND DEFERRALS PROCESS

The required filing fee must be paid for the service requested using the normal process. All requests for waivers, and fee determinations are filed directly with the Managing Director in Washington, DC. If the Commission grants the waiver request or the fee determination results in a lower fee, a refund will be issued. Deferrals of fees are also filed in Washington, DC, and have a limit of up to six months with good cause. Deferrals of fees are considered when the inability to pay the required fee is due to a financial hardship (i.e., bankruptcy), and must be accompanied by supporting documentation.

REFUND PROCESS

The appropriate Bureau/Office handles routine refund requests. When a Bureau/Office determines that a refund is warranted, it is forwarded to the Office of the Managing Director, Revenue and Receivables Operations Group for processing. The Revenue and Receivables Operations Group (RROG) handles all approved refund requests. The refund process usually takes approximately four (4) weeks depending

upon the complexity of the request. Once a request has been reviewed and processed by RROG, it is forwarded to the U.S. Treasury in San Francisco, California where a check is issued to the payer of the remittance. For further information on return or refund of charges, refer to 47 CFR, Part 1, Section 1.1113 of the Commission's Rules.

MAILING INSTRUCTIONS

Parties hand-delivering applications or filings may receive dated receipt copies of the application or filing from the acceptance clerk at the time of delivery. Receipts will be provided for mail-in applications or filings if an extra copy of the application or filing is provided along with a self-addressed, stamped envelope. Only one piece of paper per application will be stamped for receipt purposes. A "stamp and receipt" copy must be placed on top of the original package and clearly identified as a return copy.

When delivering feeable applications by hand or by courier, use the following address: Federal Communications Commission, c/o Mellon Client Service Center, 500 Ross Street, Room 670, Pittsburgh, PA 15262-0001 (Attention: FCC Module Supervisor). **This address is for hand or courier delivery only. DO NOT use it for mailing applications. When using the address, enclose the application package in an inner envelope marked with the correct Post Office Box number. See the relevant Bureau/Office Fee Filing Guide for the correct Post Office Box number.**

PART B: SECTION 8 FEES

DEFINITIONS OF ENFORCEMENT BUREAU SERVICES¹

The Enforcement Bureau is primarily responsible for enforcement of most of the provisions of the Communications Act as well as enforcement of the Commission's rules, orders and authorizations. Among other things, the Enforcement Bureau is responsible for the adjudication of complaints against common carriers by competitors and other carriers involving competition and other market-related issues. In addition, the Enforcement Bureau is responsible for resolution of complaints and enforcement involving public safety and technical issues such as equipment requirements and unauthorized construction and operation. The Enforcement Bureau also conducts investigations, inspections and audits in response to complaints and in support of the Commission's operations.

Formal Complaints

A Formal Complaint is a formal allegation that a common carrier has failed to comply with the Communications Act or the Commission's rules or orders. Formal Complaints are filed pursuant to section 208 of the Communications Act, 47 U.S.C. § 208. The Commission's procedures regarding the review and resolution of such complaints are set forth in sections 1.720-1.736 of the Commission's rules, 47 C.F.R. §§ 1.720-1.736.

Accounting and Audits

The Commission conducts a program of comprehensive and selective audits and investigations of carriers' financial and operating practices, procedures, and records. It is also charged with recommending annual depreciation rates applicable to all classes of telecommunications plant of domestic and overseas common carriers. Various financial filings are required of carriers so that the Commission can monitor compliance with its rules and ensure that the public pays just and reasonable rates for regulated telecommunications services.

Pole attachment Complaints

Pole Attachment Complaints. A complaint filed by a cable television system operator, a cable television system association, a utility, an association of utilities, a telecommunications carrier or an association of telecommunications carriers alleging that it has been denied non-discriminatory access to a utility pole, duct, conduit, or right-of-way and/or that a rate, term or condition for the attachment is not just and reasonable.²

III. SECTION 8 FEE SCHEDULE AND FILING GUIDE				
A. Common Carrier Formal Complaints				
TYPE OF APPLICATION	FORM NO.	FEE AMOUNT	FEE CODE	MAILING ADDRESS
1. Formal Complaint ³	Written Request and Form 159	\$170.00	CIZ	Federal Communications Commission Enforcement Bureau P.O. Box 358120 Pittsburgh, PA 15251-5120
B. Common Carrier Accounting and Audits				
1. Field Audit	N/A	\$87,780.00	BMA	Carriers will be billed
2. Review of Attest Audit	N/A	\$47,915.00	BLA	Carriers will be billed
3. Development and Review of Agreed upon-Procedures Engagement	Written Request and Form 159	\$47,915.00	BLA	Federal Communications Commission Enforcement Bureau P.O. Box 358125 Pittsburgh, PA 15251-5125
C. Pole Attachment Complaints				
1. Pole Attachment Complaint	Written Request and Form 159	\$215	TPC	Federal Communications Commission Enforcement Bureau P.O. Box 358110 Pittsburgh, PA 15251-5110

¹ See Wireline Competition Bureau [Fee Filing Guide](#) for all other Common Carrier fees.

² See Media Bureau [Fee Filing Guide](#) for all other Cable Television fees.

³ If a formal complaint is filed against multiple defendants, the complainant(s) must pay a separate filing fee for each defendant in accordance with § 1.735 of the Commission's rules, 47 C.F.R. § 1.735.